

# Fairhaven Board of Assessors

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*40 Center Street, Fairhaven MA 02719*

*508-979-4018/4021*

April 10, 2013

The Fairhaven Board of Assessors held a publicly posted meeting at 40 Center Street, Fairhaven MA on Tuesday, April 9, 2013.

Ronald Manzone, Chair, called the meeting to order at 4:30 PM announcing minutes were being taken by Jane Bettencourt.

In attendance were Ronald Manzone, Pamela Davis, Ellis Withington and Jane Bettencourt.

Pam Davis motioned to approve the Open Session minutes of the March 26, 2013 meeting as presented. This motion was seconded by Ellis Withington. A unanimous vote was heard.

Pam Davis motioned to approve the Executive Session minutes of the March 26, 2013 meeting as presented. This motion was seconded by Ellis Withington. A unanimous vote was heard.

At 4:45 PM, Ellis Withington motioned to leave Open Session and enter into Executive Session to discuss abatement applications per attached list and two applications for exemption. Pam Davis seconded the motion. A unanimous vote was heard. Roll call vote: Three to Zero.

At 5:30 PM, Pam Davis motioned to leave Executive Session and return to Open Session. Ellis Withington seconded the motion. A unanimous vote was heard. Roll call vote: Three to Zero.

Pam Davis motioned to abate application #15, 16 and 18 as discussed per attached list. Ellis Withington seconded the motion. A unanimous vote was heard.

Members approved first time disabled Veteran Clause 22 application for FY13 exemption and instructed Jane to contact the late file applicant for Clause 17D to inquire circumstances of why taxpayer did not file on time. If satisfied with response that application was late due to hardship, the Board instructed Jane to contact Division of Local Services to ask permission to grant under MGL Chapter 58, Section 8.

Month End reports for abatements processed during the month for real estate, motor vehicle excise and boat tax and real estate exemptions were reviewed and approved by members.

Month End reports for uncollectible personal property and boat excise tax processed under MGL Chapter 58, Section 8 requested by Carol Brandolini, Tax Collector were reviewed and approved by members.

Bill payable approved as follows:

- Ronald Manzone ~ mileage incurred for attending and successfully completing Assessors Course 200 held at the Franklin, MA Town Hall for \$353.15

Other Business was discussed as follows:

- Jane shared the 2012 audit recommendation from Melanson Heath & Company PC stating the Assessor should maintain a log to track abatements and overlay balances that can be used to periodically reconcile with the general ledger balances.
- Jane shared an email from Bill Roth, Town Planner regarding the cost of having our assessor maps scanned to a pdf file allowing them to be on the town web site. The updates to our maps are completed annually by Dave Davignon of Schneider & Associates. Dave will scan all maps after updates are completed for FY14 for a cost of \$560.00. Jane informed the members there were enough funds in the FY13 budget to cover this cost. Ellis Withington motioned to go forward with this allowing our maps to be on the town web site. Pam Davis seconded this motion. A unanimous vote was heard.
- Jane shared an email from Anne Kakley, Selectmen's Secretary asking for a list of part time Assessors for re-appointment by the Board of Selectmen on June 3, 2013. The members all wish to be re-appointed and instructed Jane to submit our list of active board membership to Ms. Kakley.

At 6:00 PM, the Board of Assessors met with Selectman Robert Espindola and Executive Secretary Jeffrey Osuch to discuss Jane's position and how this upcoming vacancy would affect the Assessing Department. Due to lack of time discussion did not come to fruition. Jane was instructed by the Board to email Mr. Espindola job qualifications for an Assessor and an Administrative Assistant for his perusal.

At 6:50 PM, Ellis Withington motioned to adjourn the meeting. This motion was seconded by Pam Davis. A unanimous vote was heard.

The next scheduled meeting will be held on May 28, 2013.

Respectfully submitted,

Jane E. Bettencourt  
Administrative Assistant  
BOARD OF ASSESSORS

Minutes approved on \_\_\_\_\_ May 22, 2013 \_\_\_\_\_ by:

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